

DISPLAY SCREEN EQUIPMENT (DSE)

This is a controlled document. It should not be altered in any way without the express permission of the author or their representative. On receipt of a new version, please destroy all previous versions.

Date of Issue:	April 2016	Next Review Date:	April 2018
Version:	1.0	Last Review Date:	
Author:	Health and Safety Manager		
Directorate:	Estates and Facilities Management		
Authorised by Director of Estates and Commercial Development		B Clarke	
Approval Route: Health and Safety Committee			
Approved By:		Date Approved: 24 May 2014	
Health and Safety Committee			
Links or overlaps with other procedures/policies:			
Health and Safety Policy			

Amendment History

Issue	Status	Date	Reason for Change	Authorised

Please note:

If you require a copy of this procedure in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this procedure, please contact the Human Resources (HR) team on 01803 656680.

CONTENTS

Purpose and Introduction	4
Responsibilities	4
Definitions	6
Procedures	7
References	10
Appendices	11

1. Purpose and Application

As part of the compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002, the Trusts are required to identify users of display screen equipment; and to carry out an assessment of work stations, and, as far as reasonably practicable, introduce measures that will eliminate or minimise possible health effects such as upper limb pains and discomfort, eye and eyesight effects, and fatigue and stress.

In order to achieve this the Trusts accept that implementation of an effective, proactive Display Screen Equipment Use Management Procedure will enable it to work towards reducing risks to all persons who are affected by the organisations activities, including the reduction of potential or actual harm to the Trusts employees, and to its services, property and financial resources

This procedure covers everyone that is employed by the Trusts who uses display screen equipment including temporary staff and identifies, instructs and advises all levels of management in carrying out suitable and sufficient workplace risk assessments.

2. Responsibilities

The Trust Health and Safety Policy sets out the responsibilities for Chief Executives, Directors, Managers, Employees and Working Groups for all health and safety policies, procedures and working guidelines and have the same relevance to this procedure.

Directors, senior managers and line managers must ensure that this procedure is followed in all areas under their control and ensure that adequate resources are made available to implement this procedure effectively.

2.1 Line managers

- The responsibility for ensuring that DSE assessments are carried out is a function and responsibility of Line Management, this task maybe delegated to a competent person or persons
- Shall respond to request for remedial action to minimise risk following an assessment, audit or inspection, by allocating funds, or seeking funds for the procurement of equipment, or changes to working practice where it will reduce the risk of injury or ill health
- Shall ensure that all employees receive appropriate supervision, information, instruction and training on using DSE and on the health effects of the use of display screen equipment
- Shall ensure that appropriate minimum ergonomic standards are met when new workstations are created or there is significant change in a workstation
- Provide an authorization signature on any application for a DSE user eye test or an application of support towards to the cost of Corrective Eyewear glasses that are required for the use of DSE work only, as per this procedure.

2.2 Employees

All employees shall be personally accountable for their actions, and responsible for:

- Ensuring that they comply with this procedure
- Complying with instruction and training which is provided to minimise the risk to health from operating display screen equipment
- Ensuring that they undertake work station self assessments
- Making use of any control measure that has been deemed necessary by the DSE assessment Take reasonable steps to ensure own health, safety and welfare whilst using DSE
- Reviewing and updating the self-assessment if any significant changes arise with the workstation such as a change in work load, an office move, increased working hours, a new workstation or installation of a new piece of DSE
- Taking reasonable care of corrective appliances, and maintain them in good condition
- Reporting to their line manager any personal conditions which may affect their capability to operate display screen equipment.
- Reporting and documenting any accidents, injuries or ill health conditions that may arise in connection with display screen equipment.

2.3 Health and Safety Team

- Provide advice and support to staff whenever necessary
- Ensure that all managers are kept up to date with any changes in DSE regulations
- Discuss any recommendations with managers if necessary
- Liaise with the Occupational Health Department to ensure that any workstation which may be contributing to work related ill health is risk assessed and risk reduced to the lowest level reasonably practicable
- Provide suitable and reasonable recommendations to managers to ensure workstations are designed according to the users ergonomic needs to reduce the risk of ill health to the lowest level reasonably practicable

2.4 Occupational Health Team

- Receive any user who may be experiencing physical problems which they attribute to the layout of their DSE workstation, for health assessment and advice
- To provide support in the undertaking of DSE assessments where a user is suffering from ill health and where the workstation requires assessment

- Provide suitable and reasonable recommendations to managers through the ensure workstations are designed according to the users medical needs to reduce the risk of ill health to the lowest level reasonably practicable

3. Definitions

The DSE Regulations prescribe a number of definitions which must be taken into consideration when assessing the risk to employees at work

3.1 DSE

Means any alphanumeric or graphic display screen, regardless of the display process involved and the term DSE covers both conventional display screens and other types such as liquid crystal or plasma displays used in flat panel screens, touch screens and other emerging technologies. The term DSE includes any portable DSE i.e. laptop and handheld computers, personal digital assistant devices and some portable communication devices.

3.2 DSE User

A “user” is defined as being an employee who habitually uses DSE equipment as a significant part of their job requirements.

Where it is clear that the use of DSE is more or less continuous on most days, the individual concerned should be considered as a user under the DSE Regulations.

Where there is less continuous or less frequent use of DSE, other factors connected with the job must be assessed. It will generally be appropriate to classify the person concerned as a DSE user if they:

- Normally use DSE for continuous or near-continuous spells of an hour or more at a time; and use DSE in this way on a more or less daily basis
- Have to transfer information quickly to or from the DSE
- The performance requirements of the system demand high levels of attention and concentration by the user where for example, the consequences of error may be critical

3.3 Workstation

For all DSE the workstation, as defined, is the assembly including the screen, keyboard, other parts of the computer and its accessories (such as the mouse or other input device), the desk, chair and the immediate work environment. Some of these items are specifically mentioned in the DSE Regulations, but anything else in the immediate work environment is also part of the workstation.

3.4 Corrective Appliances

The outcome of an eye test could be that the user requires “special” frames and lenses specifically for DSE use. These are glasses that are prescribed to correct the vision defects at the viewing distance or distances used specifically for the DSE work concerned.

3.5 Normal Corrective Appliances

Normal corrective devices are spectacles prescribed by the optician for any purpose **other** than for specific use with DSE. The cost of these spectacles **will not** be met by the Trust if they are suitable for DSE work.

4. Procedures

4.1 Safe Working

Furniture and equipment adjusted incorrectly can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by adopting the following simple precautions:

- Adjust furniture and equipment so that you are comfortable when working
- Where possible, take the opportunity to vary activities, breaking up long periods of DSE activity and ensure scheduled breaks are away from the workstation
- Use your entitlement to eye and eyesight tests
- Report symptoms of discomfort or ill health as soon as you become aware of them
- Inform your line manager of your training needs
- Do not tamper with electrical equipment - ask IT for assistance

Display Screen Equipment has made a significant contribution to working life and can be used in complete safety where a few common sense measures are taken. The four most important steps are to:

- Adjust furniture and equipment to suit your needs - DO NOT adjust your own posture to suit the workstation
- Avoid adopting a static posture and avoid (where possible) prolonged DSE work without a change of activity
- Always report problems with your furniture, equipment or health as soon as these arise to your line manager
- Follow the guidance in the appendices

4.2 Rest Breaks

All users shall be provided with appropriate time away from the visual display unit in relation to the number of hours the user works.

Whilst it is the Trusts duty to provide appropriate breaks it is the user responsibility to ensure these are away for the Visual Display Unit.

4.3 Eye and Eye Sight Test

Under regulation 5 of the DSE Regulations the Trust is required to provide users who so request it with an appropriate eye and eyesight test. An appropriate eye and eyesight test means a sight test as defined by the Opticians Act Legislation and includes a test of vision and an examination of the eye.

The Trust will offer reimbursement for any eye and eyesight test when;

- DSE users request a test
- Any individual who is to be recruited or relocated within the Trust to be a user requests a test
- Any user requires and requests an update test
- Any user notices a change in their eyesight, visual discomfort or eyestrain

The intervals between tests should be as recommended by their optician but reimbursement will not normally exceed two years.

4.4 Cost of Testing

The Trust will ensure that any DSE user who has an approved eyesight test receives a reimbursement for the cost of the eyesight test.

In order to receive reimbursement the user must;

- Be defined as a user under the requirements of this policy
- Have completed an assessment of their work station
- Submit an eyesight reimbursement application form, TSF/S004 (see Appendix 4 for example) available on the Trust web sites, to their manager prior to the eyesight test to be signed by the manager
- Obtain a signature from the optician on receipt of the eyesight test
- Obtain an official receipt for the cost of the eyesight test from the opticians
- Submit the eyesight reimbursement application form and receipts to the Finance Department, remembering to keep a copy for their own records

Please note that the Trust will not be liable for the cost of the basic DSE eyesight test or the cost of any necessary DSE Special Corrective Appliances (see below) if the reimbursement authorisation form has not been signed by the manager prior to the eye sight test.

4.5 Supply of DSE Special Corrective Appliances

The outcome of an eye test could be that the user requires “special” frames and lenses specifically for DSE use. These are glasses that are prescribed to correct the vision defects at the viewing distance or distances used specifically for the DSE work concerned.

Under Regulation 5 of the DSE Regulations the Trust is responsible for paying the cost of only the basic appliance if special frames and lenses are required (up to a maximum of £50). Where bifocal or varifocal spectacles are prescribed as special corrective lenses the Trust will meet the costs associated with providing a basic frame and the prescribed lenses (up to a maximum of £58) having gained assurance that these lenses are appropriate.

Should the user who has been prescribed special / bifocal / varifocal lenses wish to choose upgraded or designer frames, these costs will not be met by the Trust and only the cost of the basic frames and the special lenses will be reimbursed.

4.6 Procurement of Equipment

All DSE equipment will be assessed by the Trusts prior to procurement to ensure that it is both suitable for the task and complies fully with any appropriate safety standard. The Trusts will provide, as far as reasonably practicable, any equipment necessary to safely carry out work involving DSE.

Any requests for any equipment will be requested via the employee’s line manager, provided that the appropriate assessments have been carried out.

4.7 Office Chairs

Some staff groups spend the majority of their time at their work station and their chair is one item of work equipment that the Trust provides. Unsuitable seating can cause people to adopt awkward postures which can lead to discomfort, back pain and upper limb disorders.

To ensure the Trust meets its responsibility with regard to Health and Safety Legislation, in the case of the provision of office chairs the Trust will only provide one standard office chair.

If there are any conditions identified during a DSE assessment or the staff member has an occupational/medical reason for the Trust to provide of any specialist chairs this should be managed on a case by case basis.

The standard office chair will be a High Back Tick Chair with the following:

- Adjustable seat height
- Adjustable arms
- Tilting back support
- Tilting seat
- Adjustable height of back support
- Seat slider
- Lumbar support

This chair will come with either standard castors for carpet areas or soft-form castors for non-carpeted areas (wood floors, lino floors, etc).

4.8 Maintenance of Equipment

General day to day maintenance of all DSE will be the responsibility of the user; i.e. any defects or problems must be reported to management, as soon as possible.

Do not put yourself at risk by continuing to operate a defective piece of equipment. If the equipment is of an electrical nature, then isolate and remove from use, wherever possible and report it to the IT department.

4.9 Training and Awareness

All staff will receive awareness of this policy through their local Health and Safety induction process.

As part of local induction, managers should satisfy themselves that staff are able to recognise the hazards associated with the workplace and the associated control measures. All local induction will be recorded in accordance with the Trust Policy on Local Induction.

In addition to the training described above, should anyone require support, advice or guidance on any element outlined in this policy they should speak to their line manager or the Health and Safety Team.

4.10 Assessment

The Regulations require that a 'suitable and sufficient' assessment must be made of all workstations utilised by users. Therefore all DSE users are required to assess their workstation using the standard Health & Safety Executive (HSE) DSE assessment form TSF/S005 (see Appendix 5 for example) available on the Trust web sites.

On completion of the assessment and effective implementation of suitable control measures to reduce any risk of injury and/or ill health, the assessment form should be filed in the 'users' personnel file.

Where it is not possible to reduce the level of risk and there remains a significant risk of injury and/or ill health, a referral by a line manager should be made to Occupational Health, in order that a further risk assessment can be carried out

An assessment will need to be reviewed if there is any reason to suspect that it is no longer valid or there is a change to the matters to which the assessment relates

5. References

The following references and further reading are applicable to this document:

- Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002
- Provision and Use of Work Equipment Regulations 1998

6. Appendices

Appendix 1 – Setting up your work station

Appendix 2 – Setting up your work station dos and don'ts

Appendix 3 – Portable Computer users

Appendix 4 – Example Reimbursement Form

Appendix 5 – Example DSE User Self-Assessment (front page only)

Appendix 1

Setting up your Workstation

Setting up your workstation correctly is vital to ensuring you reduce the risk of pain and ill health that can be associated with DSE use. It is the responsibility of all DSE users within the Trust to ensure they have followed the DSE policy, set up their workstation and completed a DSE self assessment. By following the steps below, you should alter the layout of your workstation to ensure you are working safely. Remember, if items are bulky or heavy you should not attempt to move them on your own. The correct set up of your workstation may not feel right at first but it will encourage correct posture and safe working practices.

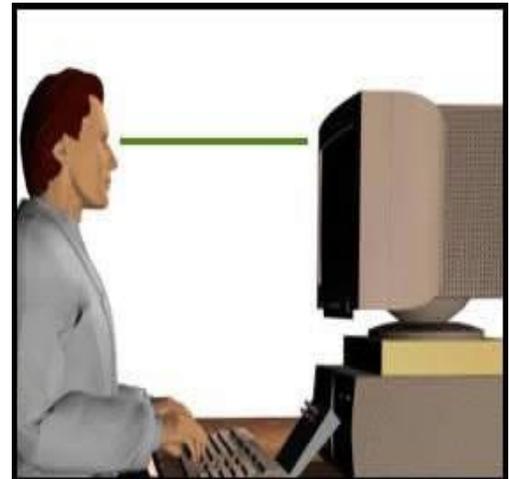
Step 1 - Your Chair

- Adjust the height of your chair so that when you put your fingers on the middle row of the keyboard your hands and forearms remain horizontal.
- Your elbow joint should be at 90 degrees.
- There should be no angle at the wrist
- This may mean your feet are dangling (don't worry, we will alter this next)
- Your knees must also be at about 90 degree angle
- You may require a foot rest in order to ensure that there is no pressure on the bottom of your thigh



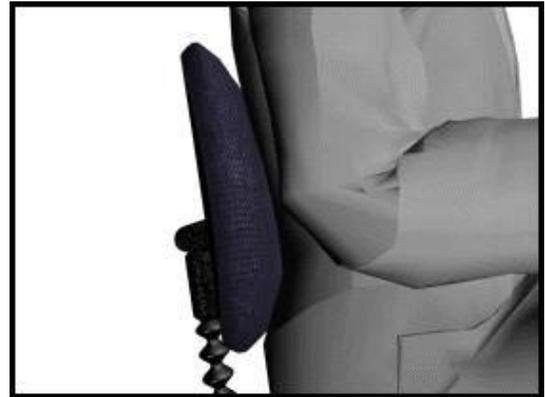
Step 2 - The Monitor

- Adjust the height of the monitor to ensure that you are looking horizontally at it
- Your eyes should be level with the top of the screen
- You can adjust the height of your monitor by using supports or maybe even a strong box or book. Please ensure that this is safe
- The same should be applied to all screen types (flat screen and normal monitors)
- Ensure your monitor screen is clean
- Check the distance of your eye to the monitor
We recommend that your eye should be between 450mm and 650mm from the screen, whichever distance is most comfortable
- Also consider the screen quality or settings
- Tilt monitor between 5-15% off of the vertical line



Step 3 - Your Backrest

- Adjust the angle of your back rest and / or your bottom cushion to ensure that your back is supported in your work position
- If you cannot sit back and upright without your knees touching the front of the seat you may need to change your chair to one with a shorter seat.
- Adjust the back rest support so that it supports the small of your back
- If the back rest does not fit into the small of your back, you may benefit from a back support
- Ensure that your feet are flat on the floor and your knee is at a 90 degree angle
- If your feet are dangling, you may need a footrest



Step 4 - Arm Rests

- The Trust does not encourage buying chairs with arm rests as they can cause upper limb disorders if used incorrectly
- If you cannot get close enough to your desk because of the arm rests you may have to have them removed
- Your elbows should be vertical under your shoulders



Step 5 - The Desk

- Ensure that you are sat directly in front of the monitor and keyboard
- Sit close to your desk, allowing for your wrists to be supported by the desk
- Never put anything between the keyboard and you
- If you often have to refer to documents whilst typing, you may benefit from a document holder
- This should be placed at the same height and distance from your monitor
- Do not let cables trail from the desk
- Avoid using extension leads
- Never use pieces of equipment you have brought in from home without agreement with your manager



- The mouse needs to be positioned as close to you as possible
- Aim to work with the mouse with your elbow vertically under your shoulder and right by your side
- Always have your mouse on the mouse mat
- Position any additional equipment e.g. phones, paper trays and notes in an accessible place to avoid twisting and overstretching



Step 7 - Environment

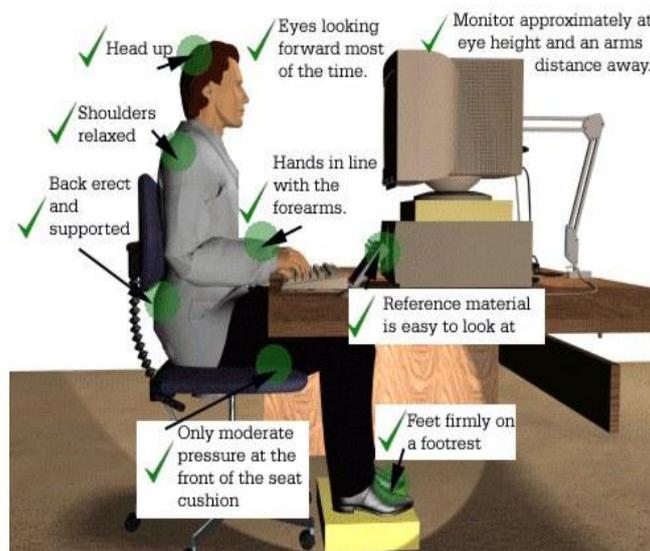
- Temperature and humidity should be adjusted to ensure you are comfortable
- If you suffer from dry eyes you should report this to your manager and DSE assessor
- Eliminate glare or reflections on your screen, close blinds or move workstation so that it is at right angles with the window
- Turn off over head lights if not needed (If colleagues all agree)



Step 8 - Carry out the self assessment

- See DSE user self assessment TSP/S004 available on the Trust web sites

Setting up your Workstation dos and don'ts



Appendix 3

Portable Computer Users

Guidance for portable computer users to be followed in addition to "setting up your workstation" Appendix 1

Using portable equipment over a prolonged period can cause discomfort in the short term, but much more damage to the neck and shoulders in the longer term. The same principles should be applied to using portable equipment as with all other DSE. There are several options to ensure that you keep good posture.

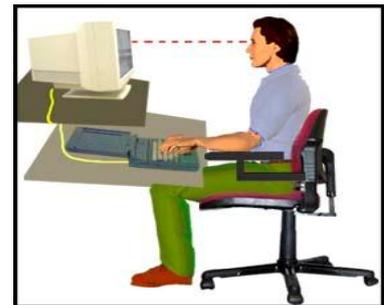
Option 1

Use a separate keyboard and mouse; with most Laptops you can just plug them in. You will then need to raise the screen level up to the normal position of a monitor - top of the screen Level with your eyes. This solution is good so long as your screen is large enough



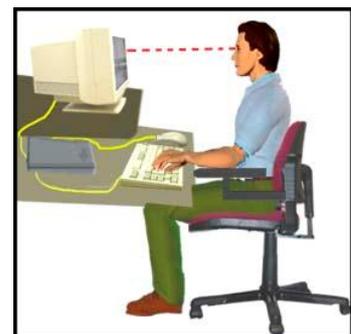
Option 2

The second option is to use a separate monitor and use the laptop's keyboard. You must ensure that your eyes are the correct 450mm-650mm from the screen and that your screen is straight in front of you



Option 3

You could consider using a separate monitor and keyboard. This is the most expensive option, but for those people using the laptop for all daily work, it could be the most comfortable.



Appendix 4 – Example Reimbursement Form



South Devon Healthcare NHS Foundation Trust &
Torbay and Southern Devon Health and Care NHS Trust

Trust Standard Form

Eye and Eyesight Examination Reimbursement Application

This reimbursement is required under the Health and Safety (Display Screen Equipment) Regulations 1992 and Health and Safety (Miscellaneous Amendments) Regulations 2002

Section 1: To be completed by the USERS manager

User Name: _____
 Department: _____
 Ext _____

I, _____ (please print name) confirm that the above employee is a DSE user as defined by the Display Screen Equipment Procedure and hereby authorise them to have an eyesight test performed. I can also confirm that they have completed out a DSE self-assessment.

Signed _____ Date _____

Section 2: To be completed by the Optometrist

Please could you complete this section of the form to ensure our employee receives correct reimbursement for any test / appliances needed for use solely with DSE. Please tick all that apply to enable us to reimburse them for:-

- The basic eyesight test (and)
- The cost of a basic frame and basic lenses needed solely for DSE use; or
- The cost of a basic frame and varifocal/bifocal lenses needed solely for DSE use

I _____ (Name of optometrist) at
 _____ (Name of opticians) have examined
 _____ (Name of client)

I would recommend re-examination in _____ Years

Signature (optician) _____

Please return this form, together with a copy of your receipt and a payment request to the payroll department

Appendix 5 – Example DSE User Self-Assessment Form

Example – showing front page only



South Devon Healthcare NHS Foundation Trust &
Torbay and Southern Devon Health and Care NHS Trust

Trust Standard Form

DSE Assessment

DSE User Self-Assessment

To be completed by the DSE user after implementing the guidance given in the "setting up your workstation" guidance

Put the date of the assessment at the top of the date column and then answer all of the questions. Where **NO** is your answer, transfer the score shown into the date column, and add the points together at the end of the assessment. If the answer is **YES** leave the cell blank.

The form is designed to be used to record further/future assessments as required (Date 1/Date 2 etc) this enables changes to be easily identified.

Use your total score to determine if any action needs to be taken.

Name _____ Department _____

<i>ITEM</i>	Score	<i>Date 1</i>	<i>Date 2</i>	<i>Date 3</i>	<i>Date 4</i>	<i>Action required /Comments</i>
Desk Area		/ /	/ /	/ /	/ /	
Is there enough space on your desk top for the flow of work?	1					
Have you got enough leg room?	2					
Is the desk deep enough for you to have the monitor set between 450mm and 650mm from your eyes, when you are seated in the correct position?	2					
Is there enough room for a space between your keyboard and you for your wrists to rest on the desk (4-6 inches / 10-14cm recommended)	2					
Is your desk surface free from reflection?	1					
Is your chair at a height where the bottoms of your elbows are at the same height as the keyboard when using the keyboard?	2					

Rev 02 / June 2015
Page 1 of 5
TSP/S005
Authorised by: Director